

## Getting Ready for EMS Conformance Audit

The Joint Munitions Command (JMC) will conduct a plant-wide ISO 14000 Environmental Management System (EMS) conformance audit September 28 through October 2. JMC requires RFAAP to be in conformance with the standard this year.

The Environmental Department is working hard to achieve the plant wide conformance goal. In the coming weeks, you will be reviewing new Environmental Management and Control Plan (EMCP) procedures (or revised procedures) that include the new information. Currently, most of the procedures have been written and are in the Management of Change system. Similar documents are in the works for subcontractors and all tenants.

The auditors will review RFAAP's entire environmental system – from documents, procedures and Material Safety Data Sheets (MSDS) to Propellant out of place (POP), Flammable Cabinets and operational controls in place to ensure a healthy environment. During the audit, employees may be asked the following questions:

- Emergency response – What do you do or where do you go if there is a spill or emergency?
- How does your job impact the environment and what can you do to help the environment?
- Does the plant have an Environmental Policy? Where is it located? What are the major points?

- Where can you find Material Safety Data Sheets (MSDS)?
- How are you made aware of procedure changes?

If you do not know the answers to all of these questions, ask your supervisor.

It is the goal of the Environmental Department to make all employees aware of their role in conformance to ISO 14000. To achieve this goal EMS requirements are being reviewed with as many production areas as possible at their shift start-up meetings. These start-up meetings also serve as a forum for environmental questions or concerns from the area employees.



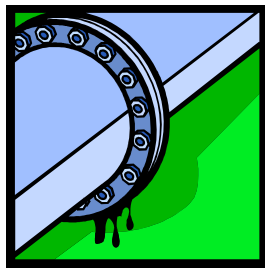
Kaye Bland (Environmental Department) recently discussed the upcoming EMS conformance audit with Fourth Rolled Powder employees.

**If your area does not have an up-to-date Environmental Policy (November 2007) posted or you do not have an environmental badge partner, contact the Environmental Department at x7340.**

# Spill Reporting and Reportable Quantities

Spills and releases can harm employees, along with the environment. The Environmental Department defines a spill and release as **ANY** hazardous chemical, substance, emission, or waste that is discharged in **ANY** quantity into the environment. It is material that is out of its intended place and not completely contained within a building or structure. Examples of spills and releases are

- Spill or release of a chemical into the air, water, land, and paved or graveled areas
- Spill or leak of any chemical into a secondary containment dike
- Spill or release of any chemical which escapes an enclosed building or structure
- Spill of energetic materials (requires Safety notification)
- An unusual air emission from any source on plant, or smoke and visible fumes (except



steam)

- Intentional placement of a chemical into unenclosed structures (dike, lagoon, dumpster, etc)
- The storing of materials and chemical drums exposed to the weather
- The abandonment or discarding of any container containing chemicals (even if container is closed)
- A spill or release of a chemical inside of a building which contains roof vents or ventilation systems

The first person who discovers a chemical spill, release, or other environmental, safety, or quality incident is designated as the first responder. This person is responsible for notifying supervision of the incident, and controlling the spill or release, if it can be done safely. For more detailed information, read Management Manual 3-1.1, Environmental, Quality, and Safety Incident Reporting or call the Environmental Department at x7340.

## Reducing Waste through Waste Prevention

Every year, the average American produces nearly 1,600 pounds of trash, most of which goes to landfills. Although we're recycling more and more, there's an even more effective way to cut down on excess waste—prevent it. When you buy disposable items or products with excess packaging, you're essentially buying trash. Purchases of disposable, over-packaged, or convenience-sized items add to the trash in landfills. Help reduce this trash by purchasing durable, long-lasting goods.

When you use less and reuse more, you're helping both the "upstream" environment (where products are made and transported) as well as the "downstream" environment (where products are disposed). By not creating waste in the first place, we don't just avoid having to send it to the local landfill. We also avoid expending the energy, consuming the natural resources, and creating the pollution that comes from making it in the first place.

---

**Environmental Department Contacts:** The Environmental on Call Cell Phone (24 hours a day) number is 230-8970. For environmental questions, contact the following environmental department personnel:

**Matt Alberts** (8722)  
**Kaye Bland** (8504)  
**Marilyn Fields** (7520)

**Jeremy Flint** (7668)  
**Anne Greene** (7340)  
**Matt Habersack** (7427)

**Nichole Herschler** (8766)  
**Paige Holt** (8658)  
**Phil Lockard** (8344)

**Lou Martin** (7514)  
**Greg Twait** (8716)

**Shelley Tarbutton/**  
**Patsy Hosner** (7435)

---

**Environmental Questions?** Check out the *Ask Kent* section on the ATK/RFAAP intranet.

---

**Eyes on the Environment** is an employee newsletter aimed at communicating employee issues and raising awareness of environmental issues and requirements. The newsletter presents basic topics that are critical to protection of our environment, our public health and safety, and the success of our business.

**Please use the contents of this newsletter for 5 minute safety meetings.**

## And the winner is...

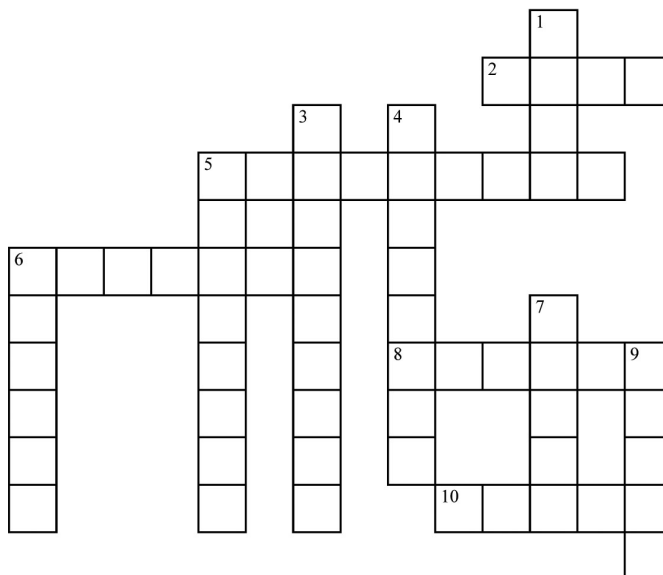
The Environmental Department randomly selected **Lewis Grubb (Line Shop)** correct entry as the winner in the last puzzle contest. The Environmental Department will present **Lewis** with a **\$30 Wal Mart gift card**. Thanks to everyone who entered!



**Lewis Grubb**

### Environmental Crossword Puzzle

Solve the environmental crossword puzzle and enter it in an Environmental Department drawing. One winner will be randomly selected from all correct entries to receive a **\$30 Wal Mart gift card** from the Environmental Department. The puzzle contest is open to all those who work at RFAAP. **Photo copies will not be accepted. Limit one entry per person.**



#### ACROSS

- 2** It is the \_\_\_\_\_ of the Environmental Department to make all employees aware of their role in conformance to ISO 14000.
- 5** Examples of spills and releases include the abandonment or discarding of any \_\_\_\_\_ containing chemicals (even if container is closed)
- 6** If your area does not have an Environmental Policy posted or you do not have an environmental badge \_\_\_\_\_, contact the Environmental Department at x7340.
- 8** During the audit, employees may be asked, "How does your job \_\_\_\_\_ the environment and what can you do to help the environment?"
- 10** Disposable, over-packaged, or convenience-sized \_\_\_\_\_ add to the trash in landfills.

#### DOWN

- 1** It is the goal of the Environmental Department to make all employees aware of their \_\_\_\_\_ in conformance to ISO 14000.
- 3** Examples of spills and releases include spill of \_\_\_\_\_ materials (requires Safety notification).
- 4** During the audit, employees may be asked, "where can you find \_\_\_\_\_ Safety Data Sheets (MSDS)?"
- 5** JMC auditors will review RFAAP's entire environmental system – from documents, procedures and Material Safety Data Sheets (MSDS) to Propellant out of place (POP), Flammable Cabinets and operational \_\_\_\_\_ in place to ensure a healthy environment.
- 6** The first \_\_\_\_\_ who discovers a chemical spill, release, or other environmental, safety, or quality incident is designated as the first responder.
- 7** By not creating \_\_\_\_\_ in the first place, we don't just avoid having to send it to the local landfill.
- 9** Every year, the average American produces nearly 1,600 pounds of \_\_\_\_\_, most of which goes to landfills.

Send this page to **Jeremy Flint, Environmental Department, Building 220**. Entries must be received by August 27, 2009. The winner will be announced in the next *Eyes on the Environment*.

Name: \_\_\_\_\_

Area/Department: \_\_\_\_\_ Badge number: \_\_\_\_\_

Email (if available): \_\_\_\_\_ Phone: \_\_\_\_\_